



Position: Athletics Enrichment Coordinator (Carpinteria, California)

Status: Non-Exempt; Full-time 35-40

Reports to: Program Director

Pay: \$18.00-\$22.00

Benefits Include: Flexible schedule, waived program fees, 403(b) 2% base and 2% match program, vacation, sick time, 11 paid holidays, life insurance, long term disability, medical, dental, vision, cellphone stipend and tuition stipend and professional development.

of Carpinteria

Position Summary: The Athletics Enrichment Coordinator with the supervision of the Program Director will develop and oversee the STRONG Program at Girls Inc of Carpinteria. The STRONG Program will include a balanced understanding of physical education, skill development, health, and wellness designed to inspire healthy lifestyles and confidence. The Athletic Enrichment Coordinator is required to work in a collaborative manner with program aides, volunteers, and community partners to instruct goal-driven lessons, games, and activities safely and effectively. This individual will also have a pivotal role in becoming a role model and mentor to girls, promoting their well-being, development, confidence, and success; motivating and inspiring girls to be active participants in program activities; promoting their long-term involvement and providing evaluation and feedback to ensure our programs stay relevant to all girls. This position reaches girls in both campus based and outreach settings including workshops and mini camps during the school year and summer.

Specific Responsibilities:

- Manage and coordinate overall health and wellness program design for campus-based programs in coordination with Program Director
- Coordinate logistics and scheduling of all health, wellness, and sports activities to ensure access across age groups.
- Oversee snack and meal programs including menu preparation and ordering
- Evaluate program effectiveness in coordination with key staff and update and improve program and curriculum, as necessary.
- Coordinate and provide transportation as necessary.
- Produce an annual sports enrichment outreach calendar in coordination with other program staff.
- Implement programs and manage volunteer and paid coaches, as necessary.
- Participate in all organizational trainings and meetings.
- Maintain, order and oversee program supplies and resources as needed.
- Ensure timely release of program calendars, schedules, and events
- Prioritize safety in program areas and services.
- Document incidents and accidents appropriately and alert parents in a timely manner
- Assure the environment is safe, clean, bright, positive, and geared for Girls Inc. activities
- Establish and maintain regular contact with program participants and family members
- Coordinate marketing and public relations with key team members as needed.
- Produce reports providing participant numbers, program highlights and progress toward objectives as required.
- Represent Girls Inc. of Carpinteria at meetings, workshops, and conferences in the community as needed.
- Build contacts within the community that will assist the agency and its efforts to expand and improve programs.
- Attend local school open house events and job fairs as needed.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Updated 4/14/2022

- Support in at least three family and/or community engagement events.
- Assist with activities or events outside of your normal schedule (occasional evenings and weekends)

Various other duties, as needed, may be assigned to this position.

Job requirements:

- 2+ year experience in youth development related to sports and wellness
- Associates Degree
- Experience working with individuals representing diverse cultures, ethnicities, abilities, gender identity and sexual orientation required.
- Group facilitation, behavioral management and conflict resolution skills gained in a working with youth
- Holistic, inclusive, and pro-girl approach to sports, movement, health, wellness
- Excellent verbal and written communications skills
- Motivation and strong problem-solving skills
- Time management skills and ability to prioritize work
- Ability to work flexibly in a fast-growing, changing atmosphere
- CPR and First Aid Certified

Preferred:

- Bachelor's degree
- California Driver's License with the ability to obtain a Class B license with Youth Bus certification
- Bilingual-Spanish

Physical Job Conditions:

- Typical Working Conditions: Works indoor or outdoor weather permitting.
- Equipment Used: Gym/Sports equipment
- Essential Physical Tasks: Walking around, use of gym/sports equipment. Ability to work in conditions that can vary on a daily based on need of client, site situation, site status and other conditions.
- Activities: Lifting/Carrying – Frequently between 10-75 lbs., Pushing/Pulling – Occasionally between 10-20 lbs., Twisting/Turning – Occasionally reaching over shoulder, reaching over head, reaching outward, climbing, crawling, kneeling, squatting, sitting, walking (normal surfaces), walking (uneven surfaces), standing, and bending.

Agency Description: Girls Inc. of Carpinteria founded in 1971, serves the Carpinteria community and surrounding areas through impactful programs that inspire and empower girls for future success. Our programs respond to the critical need in Carpinteria for high-quality out-of-school enrichment for K-12th grade. We focus on three core essential services (healthy living, academic support & enrichment, and life skills instruction) with age-appropriate and relevant information that is interactive, inclusive, and culturally appropriate to reach our designed outcomes. Our holistic approach helps girls to value themselves, take risks, and discover and develop their inherent strengths. At Girls Inc of Carpinteria we value community, inclusivity, bold advocacy, and intentionality- we let these values drive our work so we can remain adaptive and responsive to the lived experiences of girls.

- **Vision:** Empowered girls and an equitable society.
- **Mission:** To inspire girls to be strong, smart, and bold.
- **Values:** Intentionality, Inclusivity, Community, Bold Advocacy

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